



Government of Canada
Department of Communications

Gouvernement du Canada
Ministère des Communications

**ACCESS TO INFORMATION
AND
PRIVACY MANUAL**

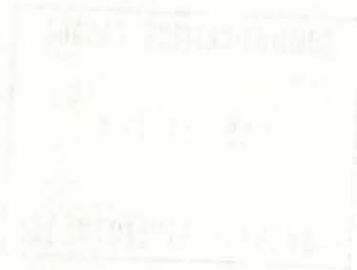
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ACCESS TO INFORMATION
AND
PRIVACY MANUAL

THIS MANUAL IS THE PROPERTY OF THE GOVERNMENT OF CANADA. Copies are issued to users, as required, and must be accounted for on the annual inventory of departmental manuals.

Foreword

The Access to Information Act establishes for Canadians an extensive right of access to information held in government records in over 130 government institutions. It also ensures the right of every person to have access to information held by the government about herself or himself.

The Privacy Act, which replaces Part IV of the Human Rights Act, protects the privacy of individuals with respect to personal information about themselves, affording them the protection of that information from other individuals.

As Minister responsible for leading this Bill through the many processes to become law, I would like the Department of Communications not merely to implement its provisions, but also to be seen as being actively responsive and cooperative in this implementation.

The guidelines which follow are intended to facilitate public access to information held within this Department and to meet the legislated requirements for responding to enquiries within the time periods specified.

This new legislation is an important step forward for all Canadians in participating in their own government precisely because it is a step forward in making government more open. I therefore request the support of all public servants in acting to the fullest in the spirit of this legislation.

Francis Fox

Francis Fox
Minister

DECEMBER 1982

ACCESS TO INFORMATION
AND PRIVACY MANUAL

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DEPARTMENT OF COMMUNICATIONS

The Department of Communications is responsible for the management of the radio frequency spectrum including the process of issuing licences; government telecommunications; new communications systems and services, the development of policies and programs to achieve Canada's artistic and cultural objectives including the giving of the grants, etc.

Please address any enquiries for the following to:

The Access to Information and Privacy Coordinator
Department of Communications,
Journal Tower North, Room 836
300 Slater St.
Ottawa, Ontario
K1A 0C8

SPECTRUM MANAGEMENT AND GOVERNMENT TELECOMMUNICATIONS SECTOR

Radio Operator Certificate Records

The purpose of this bank is to maintain an accurate list of radio operators and their qualification levels. Records in this bank relate to amateur or professional operators. Records in this bank may contain such information as: operator examination results, personal characteristics and a physical description of the certificate holder. Some of the certificates are valid for five years; records are retained indefinitely after the certificate becomes invalid. The number of individual records in the bank comes to about 185,000.

IND=185,000/ADP=m/DATE=21-11-78

Spectrum Management System (SMS) Data Base

This is a computerized and fully automated bank of radio station licensing information, derived from the applications submitted by applicants for radio station licences. The bank is used to record such information as the assigned radio frequencies and call signs; the emissions, powers and radiocommunications authorized; and the classes of station with their geographical locations. It also records the names of licensees with licence fee accounting and billing information.

This bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. The licensee and licence fee accounting information is used as a basis for the collection of annual licence renewal fees.

Information such as names and addresses of licensees (including individuals), assigned radio frequencies, call signs, emissions, bandwidth and power is provided to government bodies, persons or companies who have a need in connection with frequency coordination procedures, for station or system planning, for marketing, for reference or for similar purposes. Information concerning licensee's accounts is made available only to those officers of the department or other government agencies who have a need to know.

Records have been retained since the early 1950s and information is stored on microfilm computer tapes and disks.

IND=140,000/ADP=C/DATE=20-04-82

Radio Station Licensing File

This bank maintains a list of Radio Station Licence applicants. Records in the bank contain personal characteristics of the applicants, including place and date of birth, citizenship and occupation. Records also contain proposed uses for the radio system and a technical description of the radio equipment. The licence is valid for a period of 5 years, subject to the payment of a renewal fee. The derivative use of the bank is to ensure the proper operation of the station in accordance with the terms of the licence. Records are retained for up to 2 years after the licence becomes inactive. The bank contains up to 76,000 individual records on licence applicants. Records are held in regional and/or district offices depending on the radio service.

IND=76,000/ADP=m/DATE=21-11-78

Microwave Analysis System

This is a bank of licensing information on radio stations that use radio frequencies in the microwave range of the spectrum from 890 MHz to 15.350 GHz. As it contains a list of frequency assignments the bank serves as an effective Electromagnetic Compatibility Tool. Information, derived from applications for station licences, includes the names and addresses of some 300 licensees; and frequency assignments, geographical locations, transmitter power and antenna characteristics for over 7,000 stations. These records are retained as long as the stations continue to exist.

IND=300/ADP=C/DATE=25-04-82

Radio Operator Certificate Records

The purpose of this bank is to maintain a computerized list of radio operators and their qualification levels. The bank is used for administrative, licensing and monitoring purposes.

The bank contains information on all holders of certificates of proficiency including their names, nationality status, date and place of birth, class of certificate, certificate number and the date of issuance of the certificate.

These records are retained indefinitely or until information is received that a certificate holder has died.

IND=235,000/ADP=C/DATE=25-04-82

Licensing Bank

The purpose of this bank is to provide a record of licences granted to professional and amateur radio broadcasters, experimental, private commercial and public commercial broadcasters, and aircraft and ship radio operators. It contains personal information such as age, sex, address, citizenship and physical characteristics. It also contains reports of inspections of radio stations. Records are retained for varying periods, ranging from one year after termination of licence to thirty years. All district offices maintain files of this type, partial records of which are kept at regional offices and Headquarters.

IND=40,000/ADP=m/DATE=21-11-78

Complaints and Suppressions - Interference

The purpose of this bank is to record documentation pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and nature of the complaint. The bank is used to recommend further action and to document the manner in which complaints were handled. Records are retained on average for about six months.

IND=25,000/ADP=m/DATE=21-11-78

Prosecutions - Radio Illegal Installations

The purpose of this bank is to record all documentation pertaining to prosecution for illegal radio installations. It contains the personal characteristics of the individual or firm being prosecuted, nature of violation and records of legal proceedings. Records are retained for 10 years.

IND=300/ADP=m/DATE=21-11-78

PERSONNEL AND ADMINISTRATION SECTOR

Applications for Employment

This bank serves as a ready reference for any application received requesting employment with the Department. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available for possible invitation to interview. Records are retained for one year.

IND=250/ADP=m/DATE=21-11-78

Personal Service Contracts

The purpose of this type of bank is to maintain a record of those individuals seeking consideration for contractual arrangements with the Department. It contains personal characteristics, professional qualifications and assessments, etc. The bank is used to select individuals and firms for contract work. Records are retained indefinitely.

IND=550/ADP=m/DATE=21-11-78

Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years. Please address any enquiries to the Access to Information and Privacy Coordinator.

DATE=17-11-78

Employee Information Banks

Department of Communications

Please address all requests for formal access to:
The Access to Information and Privacy Coordinator
Department of Communications
300 Slater Street
Ottawa, Ontario
K1A 0C8

Standard Banks

The following banks are located at Headquarters and in the regions,
except where noted:

- 219-1 Employee Personnel Record-IND=2,150
- 219-2 Staffing-IND=1,100
- 219-3 Attendance and Leave-IND=2,150
- 219-4 Pay and Benefits-IND=2,150
- 219-5 Training and Development-IND=1,500
- 219-6 Official Languages-IND=2,000
- 219-7 Occupational Health and Safety-IND=20
- 219-8 Security Clearance-IND=20 - Headquarters only
- 219-9 Grievances-IND=120 - Headquarters only
- 219-10 Discipline-IND=30 - Headquarters only
- 219-11 Performance Review and Employee Appraisal-IND=1,900
- 219-12 Travel and Relocation-IND=750
- 219-13 Parking-IND=6
- 219-14 Motor Vehicle Accidents-IND=7
- 219-15 Conflict of Interest-IND=2
- 219-16 Employee's Assistance-IND=100 - Headquarters only
- 219-17 Identification and Building Pass Cards-IND=2,150

Departmental Organization

MANDATE

The Department of Communications (DOC) was created by The Government Organization Act, 1969. Prior to that time, communications matters were handled by a number of departments and agencies, (Transport, National Defence - Defence Research Board (DRB), and the Privy Council Office). The need for central policy coordination, direction and planning was recognized in the rapidly evolving "communications revolution". The Minister of Communications assumed responsibility for the following:

- Management of the Radio Frequency Spectrum;
- Planning and Management of Government Telecommunications;
- Telecommunications Research and Development;
- Space Telecommunications.

For the first ten years of its existence, the Department was almost exclusively concerned with electronic means of creating, processing, storing, distributing, displaying, accessing and exchanging information. While it had some responsibilities in the area of broadcasting, it was mainly concerned with the non-cultural aspects of communications. Its clientele was largely composed of private and public sector institutions which either manufacture equipment for or provide these services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for ten cultural agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of other institutions, again public and private, which perform functions in the cultural field analogous to those that characterize the Canadian information industry and communications infrastructure, as they are conventionally defined. In addition, the Department is now concerned with the cultural content that flows through these channels of communications, both electronic and non-electronic, and includes among its clients the creators and administrators of cultural content.

In making this change, the Prime Minister indicated his wish that, henceforth, communications policy should be conducted with the highest concern for cultural content, and that members of the cultural community should be aware of developments in communications and information technology.

THE COMMUNICATIONS PROGRAM OBJECTIVES

To foster the orderly development and operation of communications for Canada in the domestic and international spheres as follows:

Communications/Information Technology: To assist the development of Canadian industries which manufacture communications and information equipment or provide related systems, products or services and to support the mandate of DOC, DND and other departments.

Communications Policy Development: To develop communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of economic, social and cultural objectives.

Radio Frequency Spectrum: The Department's role, given the Minister's responsibilities under the Radio Act, is essentially that of a trustee of a vital natural resource: The radio frequency spectrum. In discharging this responsibility, the Department continually seeks to manage, improve and extend the utilization of the spectrum, protect the rights of Canada by international agreements, and provide service to all users of the spectrum.

Government Telecommunications: To establish and maintain long term federal government telecommunications plans including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements and to accommodate the convergence of technologies (telecommunications, EDP and office equipment) on a government-wide basis.

To satisfy the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services in a manner that will maximize the benefits of sharing and consolidating in providing for telecommunications requirements on a government-wide basis.

ARTS AND CULTURE PROGRAM OBJECTIVES

To formulate and develop policies and programs for the achievement of national artistic and cultural objectives and to promote effective

interagency, interdepartmental and intergovernmental cooperation in the achievement of these objectives, which include:

- encouraging artistic and cultural activities in Canada;
- advising on optimum allocation of resources among arts and culture programs;
- fostering greater interagency program cooperation and coordination in support of cultural and other national objectives;
- supporting or managing, in special circumstances determined by the government, artistic and cultural programs outside those of the federal cultural agencies.

DEPARTMENTAL STRUCTURE

The Department of Communications is headed by the Deputy Minister of Communications, who is supported by the Senior Assistant Deputy Minister and five assistant deputy ministers, each heading up one of the following sectors;

- Policy - Senior Assistant Deputy Minister
- Space Program - Assistant Deputy Minister
- Research - Assistant Deputy Minister
- Spectrum Management and Government Telecommunications -
Assistant Deputy Minister
- Arts and Culture - Assistant Deputy Minister
- Financial Management - Assistant Deputy Minister

Also supporting and reporting to the Deputy Minister is the Director General, Personnel and Administration, and a Planning Secretariat.

The Department has regional offices in Moncton, Montreal, Toronto, Winnipeg and Vancouver, and approximately forty-eight district offices across Canada.

In addition, the Department maintains research and testing facilities in the National Capital Region.

There are ten agencies in the communications and cultural field, included in the schedule of the access to Information Act, which report to Parliament through the Minister of Communications. They are as follows: Canada Council, Canadian Broadcasting Corporation, Canadian Film Development Corporation, National Arts Centre, National Film Board,

National Library, National Museums Corporation, Public Archives, Social Sciences and Humanities Research Council and The Cultural Property Export Review Board. The Canadian Radio-Television and Telecommunications Commission (CRTC) also reports to Parliament through the Minister of Communications.

DEPARTMENTAL ADMINISTRATION

Central management and administration of the Department including the Minister's Office, the Deputy Minister's Office, and support services such as personnel, finance, accommodation and telecommunications materiel management, computer services, security services, library services, mail and records management.

LEGISLATIVE RESPONSIBILITIES

The Department of Communications is responsible for the management of the following:

- The Radio Act
- The telegraphs and telephones portions of the National Transportation Act and the Railway Act
- The Cultural Property Export and Import Act

ACCESS TO INFORMATION COORDINATION

All formal access requests should be directed to:

The Access to Information and Privacy Coordinator
Department of Communications
Journal Tower North
300 Slater Street
Ottawa K1A 0C8

GENERAL INFORMATION SERVICES

Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, etc., should be directed to:

The Director of Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa K1A 0C8

LIBRARIES

Reports, studies, briefs, etc., prepared by or for the Department of Communications should be requested through the departmental library located as follows:

The Library
Department of Communications
Journal Tower North
300 Slater Street
Ottawa K1A 0C8

There are smaller scale libraries in each of the five regional offices as follows:

Atlantic Regional Office: Terminal Plaza Bldg., 1222 Main Street,
Moncton, New Brunswick

Quebec Regional Office: 2085 Union Street, Montreal, Quebec

Ontario Regional Office: 55 St. Clair Avenue, East, Toronto,

Central Regional Office: 200 - 386 Broadway Avenue, Winnipeg,
Manitoba

Pacific Regional Office: 300 - 325 Granville Street, Vancouver,
British Columbia

Policy Sector (SADM)

Reporting to the Senior Assistant Deputy Minister (Policy), the Sector is responsible for the formulation and recommendation of all telecommunication policies, for the recommendation of related legislation for consideration by the Government and Parliament, and for coordination of federal-provincial and international relations in the fields of telecommunications and culture. The Sector also incorporates the Department's Information Services and Legal Services directorates.

The specific functions of the constituent branches are set out below.

Broadcasting and Social Policy Branch

Responsible for the formulation and recommendation of policies and programs with respect to the social, non-technical aspects of telecommunications. This includes policy initiatives with respect to the development and introduction of new services such as PAY-TV or fire/burglar alarms; the extension of broadcasting services to rural or remote communities or to under-served Canadians, such as the handicapped and native populations; television and radio program production; and, institutional relationships within the broadcasting industry, such as ownership, cable status and others. The Branch also studies and makes recommendations concerning the possible socio-cultural impact of new communications technology such as Videotex, microprocessors and computer communications. In addition, the Branch monitors and advises the Minister on the broadcasting decisions of the CRTC.

National Telecommunications Branch

Responsible for the formulation and recommendation of policies and programs respecting telecommunications manufacturing and carriage. This includes policy initiatives with respect to institutional, corporate and intercorporate structures and relationships (Bell Canada/Northern Telecom vertical integration, terminal attachment, content/carriage separation); the optimal development of carrier networks (Integration of satellite and terrestrial networks); allocation and utilization of the radio frequency spectrum, and extension of telecommunications services to sparsely populated areas of Canada. The Branch also develops and makes recommendations on an industrial strategy to foster the development of key sectors of the telecommunications industry, provides the Foreign Investment Review Agency (FIRA) with assessments of the implications of foreign investment in the telecommunications industry; and monitors and analyzes the general management performance and planning activities of corporations having a federal government investment. (Teleglobe, Telesat, CN/CP Telecommunications).

Communications Economics Branch

Responsible for provision of advice on the economic aspects of telecommunications activities; financial and economic analysis of all sectors of telecommunications (broadcasting, carriage and manufacturing) and provision of economic and statistical support services to all DOC programs. This includes economic analysis of the demand for new services, and policy recommendations based on assessment of the viability of new services and their economic impact; development of a conceptual framework for the assessment of the likely economic effects of new information technologies, such as transborder data flows between Canada and USA; development of economic criteria and regulatory guidelines for corporate relationships, estimating their impact on industrial development; and, economic analysis of the demand for telecommunications services in rural and remote areas.

International Relations Branch

Responsible for the promotion and protection of Canadian telecommunications and cultural interests internationally, and for ensuring that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This includes preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, for presentation to such organizations as the International Telecommunications Union, to ensure that future Canadian requirements are achievable within established international conventions; support to the international promotion of space marketing activities of Canadian industry; participation in international space communications activities such as Intelsat and the European Space Agency (ESA), and spectrum coordination with the USA in border areas.

Federal-Provincial Relations and Policy Coordination Branch

Responsible for ensuring that provincial interests, policies and programs are taken into account in federal policy formulation; securing provincial cooperation in the implementation of federal policies and programs; and developing and maintaining effective federal-provincial policies, including appropriate mechanisms for cooperation. The Branch also provides internal management support services to the Senior Assistant Deputy Minister (Policy) and directors general in the Sector.

Information Services Directorate

Responsible for communicating departmental policies, programs and activities to both general and special publics by means of information planning, media relations activities, media monitoring, publications including the departmental annual report, brochures, descriptive articles, reports and studies, technical and scientific documents, exhibits, audiovisual and film presentations and media analysis.

Legal Services Directorate

Responsible for providing advice to the Department on legal aspects of major policy activities relating to Canadian telecommunications systems and cultural activities, including the drafting of legislation.



POLICY SECTOR REGISTER

Function Description

This Sector is responsible for coordinating all departmental communications policy statements, for developing national and international policies, for recommending related social and economic policies and programs, and for harmonizing federal-provincial relations in the area of communications policy.

Classes of Records

Broadcasting and Social Policy

Communications Economics

Federal-Provincial Relations and Policy Coordination

International Relations

National Telecommunications

Information Services

POLICY SECTOR REGISTER

BROADCASTING AND SOCIAL POLICY

Class Title

Broadcasting and Social Policy

Description

Social policies and programs in the telecommunications and broadcasting fields, and the social and cultural aspects of all telecommunications policies.

Subject Topics

Extension of Services Policy

Regulatory Affairs

Social and New Services Policy

Broadcasting Policy

File Arrangement by:

Subject

POLICY SECTOR REGISTER
COMMUNICATIONS ECONOMICS

Class Title

Communications Economics

Description

Economic aspects of major policy activities relating to Canadian telecommunications, and provision of economic and statistical services in support of departmental development of telecommunications policies.

Subject Topics

Broadcasting and Cable Television

Canadian Transport Commission
Correspondence and Administration
Cost Separation Studies
History of the Canadian Telegraph Industry
CN/CP Rate Applications
CRTC Procedures
Canadian Business Telecommunication Survey

Spectrum Policy

Statistics

Policy

Communications - Computers
Working Group on
Industry Development - Standards
Social Aspects - Protection of Software
Future Services - Canuet Program
EDP Decentralization Policy
Government Procurement Policy
Swift Network - Industry Studies

Communications - Satellite

Communications - Interconnection

File Arrangement by:

Subject

POLICY SECTOR REGISTER

FEDERAL-PROVINCIAL RELATIONS AND POLICY COORDINATION

Class Title

Federal-Provincial Relations and Policy Coordination

Description

Relations between the Department of Communications and the provincial departments responsible for Communications.

Subject Topics

Legal Matters

Court Decisions and Cases

Constitutional Matters

Minister's Study - A New Division in Powers of Communications
Past Referendum

Legislation

Federal and Provincial Acts (Lists)
Federal Bills and Future Legislation

Broadcasting

CATV
CBC
CRTC
PAY-TV

Carriers

CN/CP
Teleglobe
Bell
TCTS (Trans Canada Telephone System)
Telesat
CRTC Telecommunications Regulations

Research

CRC Communications Research Centre
ANIK-A
Teleconferencing
Ultra High Frequencies (UHF)

File Arrangement by:

Subject

POLICY SECTOR REGISTER

INTERNATIONAL RELATIONS

Class Title

International Relations

Description

Canadian Policy on International Telecommunications.

Subject Topics

Science and Technology Mission

Commonwealth Affairs

Cultural Affairs

Industrial Support - Space Communications

Commonwealth Telecommunications Organization

North Atlantic Treaty Organization (NATO)

International Telecommunications Union (ITU)

International Maritime Satellite Organization (INMARSAT)

United Nations

Committee on Peaceful Uses of Outer Space

General Assembly

Economic Commission for Europe

Interdepartmental Committee on the Specialized Agencies

United Nations Educational Scientific & Cultural Organization (UNESCO)

Teleglobe

Acts and Legislation

Interchange Agreements

Telex Switching System

Rates and Tariffs

Telephone Telegraph and Cables

Organization of Economic Cooperation and Development (OECD)

File Arrangement by:

Subject

POLICY SECTOR REGISTER

NATIONAL TELECOMMUNICATIONS

Class Title

National Telecommunications

Description

National telecommunications policies, industry structures and network development.

Subject Topics

Legislation

Industrial Strategy

Financial and Regulatory Matters

Industrial Resources

Transborder Data Flow

Industry Services

Industry Structure

Network Development

Northern Communications

Spectrum Utilization Policy

File Arrangement by:

Subject

POLICY SECTOR REGISTER

INFORMATION SERVICES

Class Title

Information Services

Description

The planning, managing and implementation of information programs; contributing to effective communications between the Minister of Communications and the public.

Subject Topics

Articles and Publications

Exhibits, Fairs and Exhibitions

Motion Pictures and Videotapes

Photographs and Slides

Posters

Press Clippings and News Releases

Satellites

Speeches and Studies

Audiovisual Library

Storage Medium

Files, Slides, Photos, Films, Video cassettes

File Arrangement by:

Subject, Numerical, Etc.

Space Program Sector (ADMSP)

This Sector is headed by the Assistant Deputy Minister, Space Program. The Sector is responsible for the planning, development, coordination and implementation of policies and programs to meet Canada's needs in the field of space telecommunications; development and coordination of plans and procedures to provide for optimum participation by Canadian industry in the design, development and construction of Canadian satellite systems.

Space Applications activities are carried out within three branches, Space Technology and Applications at the Communications Research Centre (CRC), Shirley Bay, Ottawa; Space Programs and Industry Development; and Space Communications Planning. Responsibilities of these branches are:

Space Communications Planning

Responsible for long-range operational and strategic plans to meet Canadian requirement for satellite communications services by establishing needs, evaluating technology, managing applications studies, modelling alternatives and carrying out cost/benefit analyses. This includes the development of policies and plans for the allocation of spectrum and orbit positions to the space communications services. The Branch also provides management control support services to the Assistant Deputy Minister, Space Program.

Space Technology and Applications

Responsible for planning and carrying out research and development on space components devices and sub-systems to ensure the availability of technology on domestic missions. The Branch operates and maintains the Controls Laboratory, the Analysis and Simulation Laboratory, High Reliability Laboratory, and the Microelectronics facility to support Canadian industry involved in space projects. A satellite ground control centre at CRC is also maintained and operated. The project office for the ANIK-B Communications program is operated by the Branch. The Branch is responsible for the transfer of space technology to Canadian industry.

Space Programs and Industry Development

The Branch is responsible for managing the implementation phases of major European Space Agency (ESA) programs, including the definition phase of the Mobile Satellite (MSAT) and the design, building and operations phases of the Large Satellite) (L-SAT). The Branch liaises with the

Canadian space industry and assists in its development of industrial capability for space systems to serve both the domestic and export markets. The David Florida Laboratory for the integration and testing of satellites is maintained and operated at CRC in support of Canadian industry and other government departments and agencies.

SPACE PROGRAM SECTOR REGISTER

Function Description

This Sector is responsible for the promotion, development and implementation of new space communication systems to provide optimum short and long-term benefits for Canada.

Classes of Records

Space Programs and Industry Development

Space Communications Planning

Space Electronics

Space Systems

Space Mechanics

David Florida Laboratory



SPACE PROGRAM SECTOR REGISTER

SPACE PROGRAM AND INDUSTRY DEVELOPMENT

Class Title

Space Program and Industry Development

Description

The development and implementation of space policies and programs which support departmental objectives.

Subject Topics

Program Planning

Industrial Development

Data Base of Information - Satellite Northern Programs
Northern Programs

Industrial Development

Applications

Technology Development

Requested Proposals

Communication Satellite

Storage Medium

Files, Viewgraphs

File Arrangement by:

Subject

SPACE PROGRAM SECTOR REGISTER

SPACE COMMUNICATIONS PLANNING

Class Title

Space Communications Planning

Description

The operation of Canadian experimental satellites and the conduct of satellite communications experiments.

Subject Topics

Satellites and Research

- Telesat
- Future Space Programs
- Symphonie
- Radarsat
- Australian Domsat
- Direct Broadcast Satellite Planning
- Spectrum Orbit and Utilization Studies

ANIK-B Satellite

- Spacecraft
- Communication Systems
- Pilot Programs
- Proposals

Spacecraft Ground Control

- Satellite Communications (ISIS Satellite)
- Contacts with Canadian Agencies
- Engineering Projects
- Operations

Hermes Communication Tech. Satellite (CTS)

- Experiments and Reports
- Schedules
- Spacecraft Experiments Operations
- Spacecraft Operations
- Technical
- Terminals

File Arrangement by:

Subject

SPACE PROGRAM SECTOR REGISTER

SPACE ELECTRONICS

Class Title

Space Electronics

Description

The carrying out of research and development on components and devices for space communications systems in the areas of microwave, UHF, digital technology, and reliability systems.

Subject Topics

Spacecraft Transponders

Antennas (Contracts)

Earth Terminals

Device and Component Development

Device and Material Reliability

Spacecraft Power Systems and Batteries

File Arrangement by:

Subject

SPACE PROGRAM SECTOR REGISTER

SPACE SYSTEMS

Class Title

Space Systems

Description

The research and development of communications and other space systems and sub-systems.

Subject Topics

Space Research - Satellite Communications
Military Communications Technology (MILCOMTECH)
Search and Rescue Satellite (SARSAT)
Multiple Access Satellite Communications Project
Multipurpose UHF Satellite (MUSAT)
Low Cost Satellite Telephony Terminals
Mobile Satellite (MSAT)
Public Mobile Satellite Communications
Large Satellite (L-SAT)
Time Division Multiple Access (TDMA) Management
Time Division Multiple Access (TDMA) ANIK-B Pilot Project
Space Based Radar
Search and Rescue Satellite (SARSAT) Collaborative Experimental
Project
Cooperation and Liaison - International (SARSAT)

File Arrangement by:

Subject

SPACE PROGRAM SECTOR REGISTER

SPACE MECHANICS

Class Title

Space Mechanics

Description

The specification of spacecraft performance requirements; the recommendation of designs and the development of vertical spacecraft systems.

Subject Topics

Satellite Altitude Control

Stationary High Altitude Platform (Project Sharp)

Electronics

Space Vehicles

Applied Mechanics

Control Systems

Analysis and Simulation Laboratory

Space Research

Satellite Broadcasting
L-SAT (Large Satellite)

Remote Manipulator System

File Arrangement by:

Subject

SPACE PROGRAM SECTOR REGISTER

DAVID FLORIDA LABORATORY

Class Title

David Florida Laboratory

Description

The facility for integration and environmental testing of aerospace components and communications satellites.

Subject Topics

Facilities

Certification
Electronic Support
Electrical Support
Data Processing System
Radio Frequency Test
Horizontal Axis Measurement System
Spacecraft Assembly
System Test Equipment
Spin Machines
Thermal Vacuum Systems
Vibration Unit

Integration and Tests

Satellite Testing

Saudi Arabian Satellite
ANIK-C
ANIK-D
Australian Domestic Satellite
Brazilian Domestic Satellite
Large Satellite (L-SAT)
Military Satellite
Mobile Satellite
Search and Rescue Satellite

File Arrangement by:

Subject

Research Sector (ADMR)

Reporting to the Assistant Deputy Minister (Research), the Sector is responsible for the planning, development and management of the federal government's communications research and development (R&D) program, including work performed for industry and other government departments. The Sector is responsible for policy formulation and the conduct of comprehensive, multidisciplinary R&D program designed to foster the development and introduction of new communication systems and services for Canadians and to extend the related industrial infrastructure.

The specific functions of the constituent branches are set out below.

Information Technology and Systems R&D Branch

Through its research and development work and through the transfer of technology to industry, the Branch: helps in the development of new radio communication services and furthers the ability of Canadian industry to provide radio systems products; conducts a program of research aimed at promoting the orderly development of communications networks and services in Canada, contributing towards national and international standards, and providing the technical information for the development of federal policies in the area of networks and services, and initiates new activities into computer hardware and software tools relating to image-based, interpersonal communications, including future enhancements to existing public access information such as Telidon.

Radar and Communications Technology Branch

The Radar and Radio Communications Branch is responsible for the departmental research and development program in cooperation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology and systems for military and civil applications.

Optical Communications Program: The Optical Communications Program is responsible mainly for conducting applied research in fibre optics, opto-electronics and photonics, transferring new technology to industry, fostering the growth of an indigenous fibre optic industry, developing national and international fibre optic standards, supporting fibre optic related research in university and supporting DND military requirements for fibre optic technology.

Military Communications Systems Development: Military Communications Systems Development performs R&D for defence purposes. Work includes development of modulation and coding techniques, anti-jam antenna systems secure network protocols, high speed signal processing and data security systems.

Radio Communications Directorate: The Radio Communications' Directorate is responsible for the departmental research and development program in cooperation with Canadian industry and universities, in the areas of radio communications technology, and the performance of radio communication equipments in their operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications), for military and civil application.

Radio Propagation Laboratory: This laboratory is responsible for a research program designed to provide information relating to the transmission of radio waves in the bands Very Low Frequency (VLF) through Extra High Frequency (EHF), with a view to improving the design and management of analog and digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through cooperative projects with the common carriers.

Radar Research Laboratory: The Radar Research Laboratory is responsible for carrying out research and development on behalf of other departments. The bulk of the work is in support of DND. Activities include: research leading to developments of radar systems in Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance in connection with major radar procurement programs and international collaboration on radar R&D. All applications of radar are considered.

Research Policy and Planning Branch

The Research Policy and Planning Branch is responsible for the planning, coordination, policy formulation, development and review of the research program.

These functions include the coordination of the Communications Research Advisory Board and the Canadian Videotex Consultative Committee in order to provide advice and direction pertaining to current research programs and the options available in R&D.

The Branch is responsible for the overall management of the following programs:

University Research Program: A program to develop centres of expertise in Canadian universities in support of the department's mandate in Communications.

Program for Industry/Laboratory Projects (PILP): A program to assist in the transfer of technology from the CRC Laboratories to Canadian industry for commercial benefits.

Defence Program: The overall coordination and liaison with DND for the departmental defence projects and support services.

Office Communications Systems (OCS): This research and development program is Canadian industry oriented. The program focuses on the formulation and implementation of policies, initiatives and projects related to the office communications industry.

Informatics Applications Management Branch

The Informatics Application Management Branch is responsible for the promotion of Telidon technology and the extension of Telidon services. This work is carried out through the following divisions:

Application Division: Responsible for the promotion of Telidon technology and standards nationally and internationally through demonstrations, presentations to standards-setting bodies, and through liaison with agencies and individuals in both the private and public sectors.

Also within this division is the Industry Investment Stimulation Program to share purchase of hardware with business organizations, crown corporations, non-profit associations and educational institutions whose proposals for use of the technology meet approved criteria.

The Behavioural Research and Evaluation Division: Conducts a program of research, both in-house and on contract, to address behavioural issues arising from new technical developments in communications such as Telidon and Office Communications Systems. These studies concern terminal and system design to match user requirements. The division also plans and conducts evaluation of field trials such as Telidon and reviews potential socio-technical issues such as privacy or isolation that may be of concern as a result of technical developments.

Project IRIS Division: Responsible for the DOC part of a large project with the Canadian Broadcasting Corporation (CBC) which involves a Telidon broadcast trial to 1400 homes in Montreal, Toronto and Calgary for purposes of evaluation and preparation for an operational service in 1984.

Data Base Development Division: Responsible for the creation and maintenance of a Telidon data base in English and French and for management of the data base facility. It establishes policies and criteria for structure and content of the data base, and for evaluating the results of content R&D. The Division supports the requirements for demonstration pages of the field trials, Behavioural Research and Evaluation, Applications Division, Public Initiatives and other groups within DOC.

Within Data Base Development Division is the Public Initiatives Program which is concerned with the Cabinet designated special groups (Inuit, native peoples, consumers, the handicapped and women). Assistance will be given to these groups to enable them to develop Telidon data bases tailored to their special needs.

Trials Division: Responsible for initiation, planning, implementation and technical evaluation of trials; for liaison and assistance to trial operators; for procurement, testing, installation and maintenance of equipment contributed by DOC for trials and demonstrations; for the compatibility of different trial equipment and systems; and for nation-wide networking and gateway access of various trial systems. More than twenty Telidon trials and commercial services are at present operating in Canada and elsewhere.

RESEARCH SECTOR REGISTER

Function Description .

This Sector is responsible for managing the Telecommunications Research and Development Program, all non-space research activity at the Communications Research Centre and the departmental non-space industry research program.

Classes of Records

Research Policy and Planning

Informatics Applications Management

Information Technology and Systems, Research and Development

Radar Research

Radio Propagation

Radio Communications

Optical Communications

Military Communications, Research and Development

EDP Systems

VHF - UHF Propagation Predictions

Canadian High Altitude HF Prediction System



RESEARCH SECTOR REGISTER

RESEARCH POLICY AND PLANNING

Class Title

Research Policy and Planning

Description

The planning of the communications research program and the development of policies to govern Canadian research in communications.

Subject Topics

Present Status of Communications

Planning

Technology

Communications

Programs

Fibre Optics

Industrial Development

Military

Radar

Radio

Office Communications Systems

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

INFORMATICS APPLICATIONS MANAGEMENT

Class Title

Informatics Applications Management

Description

The promotion of Telidon technology and the extension of Telidon services.

Subject Topics

Cooperation and Liaison
Companies
Federal-Provincial
Internal
International
USA

Behavioural Research

Telidon Program
Videotex

Telidon Demonstrations, Exhibitions and Symposia

Telidon Evaluations, Studies and Surveys

Field Trials

Information Provider System

Research and Development

Technical Specifications

Standards

Legal Issues

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

INFORMATION TECHNOLOGY AND SYSTEMS, RESEARCH AND DEVELOPMENT

Class Title

Information Technology and Systems, Research and Development

Description

Research into computer hardware and software tools, including Telidon; research to promote the development of communications networks and services, and new radio communication services in Canada.

Subject Topics

Telidon - Research and Development

Networks Research and Standards

Development Programs

Office Communication Systems

Integrated Services Network

Rural Communications

Computer Communications

Local Area Networks

Telidon Network Architecture

Fibre Optics Transmission Systems and Field Trials

Broadband Systems

Standards

Research Contracts

Radio Systems Research and Development

Mobile Radio Data Systems

Integrated Remote Communications

Communication System Techniques

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

RADAR RESEARCH

Class Title

Radar Research

Description

Radar research and development on behalf of other government departments. Research activities include: development of radar systems by Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance on major radar procurement programs and international collaboration on radar R&D.

Subject Topics

Special Radar Projects
Radarsat

Special Radar Tasks
Consultation and Assistance (DND)
Joint US/Canada Air Defence Study (JUSCADS)
Low Angle Clutter Measurements (MIT/Lincoln Labs)

Research and Development for NORAD Radar Systems
Space Based Radar

Radar Data Processing

Adaptive Radar Research
Experimental Program
Contract Progress Meetings

Surface Radar Projects
Maritime Automatic Detection and Tracking
Maritime Low Angle Tracking
Sampled Aperture Technology

Airborne Radar Projects
Signal Processing
Clutter Studies
Multimode Radar Study

RESEARCH SECTOR REGISTER

RADAR RESEARCH (contd.)

Subject Topics (contd.)

North Atlantic Treaty Organization (NATO)

NATO Defence Research Group

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

RADIO PROPAGATION

Class Title

Radio Propagation

Description

The research program designed to provide information relating to the transmission of radio waves in the bands very low frequency (VLF) through extra high frequency (EHF); to improve the design and management of analog and digital communication systems.

Subject Topics

Microwave Propagation

Space
Terrestrial

Sub 12HZ Propagation

International Commitments
ISIS A & B Satellites (International Satellite for Ionospheric
Research)
Shuttle
Propagation Studies
VHF/UHF Experiments
Propagation Modelling

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

RADIO COMMUNICATIONS

Class Title

Radio Communications

Description

The departmental Research and Development Program in cooperation with Canadian industry and universities, in the areas of radio communications technology, and the performance of radio communications equipment in their operating environment for military and civil application.

Subject Topics

Radio Communications Technology
Radio Frequency Environment
Radio Systems Techniques

Radio Communications Surveillance
High Frequency Radio Findings
Military Communications
Over the Horizon Radar Study

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

OPTICAL COMMUNICATIONS

Class Title

Optical Communications

Description

Applied research in fibre optics, opto-electronics and photonics; the transferring of new technology to industry; the fostering of an indigenous fibre optic industry; the development of national and international fibre optic standards; the support of fibre optic related research in university; the support of military requirements for fibre optic technology.

Subject Topics

Research

Field Trials

Military Programs

Reports on High Data Rate Fibre Optics Communications

Industry Contracts

Fibre Optic Standards

File Arrangement by:

Subject

RESEARCH SECTOR REGISTER

MILITARY COMMUNICATIONS, RESEARCH AND DEVELOPMENT

Class Title

Military Communications, Research and Development

Description

Military Communications Systems Development and the performance of R&D for defence purposes. The work includes development of modulation and coding techniques, anti-jam antenna systems secure network protocols, high speed signal processing and data security systems.

Subject Topics

Communications Systems

Facilities

EDP Systems
Experimental Communications Equipment
On-site Contract
Military Communications Test BEDS
Channel Simulator
Temporary Sites
Technical Support

Systems Development

Naval
Strategic Systems
Land Tactical (Army Systems)

Communications Techniques

Modulation and Coding (Signalling)
Antenna Systems
Secure Information Processing
Spectrum Management Techniques

File Arrangement by:

Subject

Arts and Culture Sector (ADMAC)

The Arts and Culture Sector is headed by the Assistant Deputy Minister, Arts and Culture. The objective of the Arts and Culture Program is to identify, formulate and develop government policies and programs that will stimulate the creation, production, distribution, consumption and conservation of Canadian Culture so as to promote an awareness of Canadian culture and a sense of national identity.

The activities of the Sector fall into four broad categories:

1. undertaking research and development and implementing, in collaboration with the federal cultural agencies, other federal departments, other governments, voluntary and private sector organizations: policies, legislation and programs that will encourage artistic and cultural growth;
2. advising on the optimum allocation of resources to and among the arts and culture programs of the federal government;
3. fostering greater interagency, intergovernmental and public/private policy and program cooperation and coordination in support of cultural and other national objectives; and
4. supporting or managing such artistic and cultural programs outside those of the federal cultural agencies as the Government may, from time to time, in special circumstances, determine.

Arts and Culture activities are carried out within two branches:

CULTURAL AFFAIRS

Copyright, Cultural Industries, Performing and Visual Arts, Museums and Heritage.

PLANNING AND COORDINATION

Research and Statistics, Movable Cultural Property, Planning and Analysis, Management Information and Corporate Services.

Programs Administered by the Arts and Culture Sector

1. The Canadian Book Publishing Development Program (CBPDP)

This program addresses itself to the correction of identified weaknesses in the Canadian-owned and controlled sectors of the book publishing industry, in both linguistic markets. The CBPDP offers financial assistance to book publishers under the following components:

- Sales and Marketing Assistance,
- Canadian Textbook and Related Materials Assistance,
- Company Analysis and Implementation Assistance,
- Project Research and Implementation Assistance,
- Foreign Rights Marketing Assistance,
- Professional Development Assistance,
- Research and Documentation Assistance, and
- Aid to Export.

2. The Canadian Film Certification Program

Under this program, investors in certified Canadian films and videotapes (both short and feature length) may deduct 100% of their investment from their taxable income. Certificates for films and videotapes are issued by the Department upon satisfactory completion by the producer of the appropriate application form.

3. Special Program of Cultural Initiatives

This program, established in 1980 to respond to some of the pressing concerns of the cultural community by assisting professional arts and cultural organizations to overcome current operational and capital difficulties, is authorized to the end of fiscal year 1982-83. The funds allocated to the program represent half the revenue accruing to the federal government under the federal-provincial agreement on lotteries.

4. Promotion of Canadian Films and Videotapes

The objective of this program is to promote and increase access to Canadian films and videotapes on the part of Canadian and foreign festivals/markets audiences. The program accomplishes this by:

- a) Administrating a program of grants to Canadian films and videotapes festivals,
- b) Promoting Canadian films abroad through selecting Canadian entries for foreign film festivals, and
- c) Providing support to programs and projects, designed to help promote and distribute quality Canadian films and videotapes, in Canada and throughout the world.

5. Administration of the Cultural Property Export and Import Act

The purpose of the Cultural Property Export and Import Act is to preserve in Canada the best examples of our heritage in movable cultural property. This is accomplished by:

- a) Certification for tax purposes by the Canadian Cultural Property Export Review Board of objects which are donated or sold to designated institutions,
- b) Implementation of an export control system, and
- c) Provision of grants to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

6. Assistance to National Service Organizations

The Department provides sustaining funds on an exceptional basis, to selected national service organizations which contribute to arts and culture in Canada.

7. Postal Subsidy Program

The Minister of Communications is responsible for the development and recommendation of rate and classification policy as it applies to preferential rate categories, namely second class publications (newspapers and periodicals), library books and books mailed by publishers, retailers, etc... The main thrust of the preferential rates program is to facilitate the access of Canadians to Canadian published material. The Department of Communications compensates the Canada Post Corporation for losses related to the award of preferential postal rates.

ARTS AND CULTURE SECTOR REGISTER

Function Description

This Sector is responsible to develop policies and programs for the achievement of national arts and cultural objectives and to promote effective interagency, interdepartmental and intergovernmental cooperation in the achievement of these objectives.

Classes of Records

Arts and Culture

Canadian Cultural Property Export Review Board



ARTS AND CULTURE SECTOR REGISTER

ARTS AND CULTURE

Class Title

Arts and Culture

Description

The development of artistic and cultural policies; the promotion of cooperation between the Federal Cultural agencies; the establishment of policies involving subsidization of the Arts and Strategies to democratize and decentralize all aspects of Canadian Culture, including promotion and financial planning.

Subject Topics

Arts

Canadian Theatre Centre
Federal Provincial Agreements
National Arts Centre
Performing Arts
Taxation and the Arts
Visual Arts

Broadcasting

CRTC
CBC - Plans and Programs
Communications Satellites
Regulations
Technology
Television

Films

Commercial Organizations
Foreign Film Industries
Non-profit Associations

ARTS AND CULTURE REGISTER

ARTS AND CULTURE (contd.)

Subject Topics (contd.)

Heritage

Historical Resources
Libraries
Museums
Parks Canada
Public Archives Canada

Record Industry

Commercial Organization
Non-commercial Associations

Cultural Affairs

Federal and Provincial
Research and Statistics
Task Force on Federal Cultural Policy
Cultural Initiatives

Publishing

Book Industry Development
Consultation - Federal and Provincial
International Book Fair
Foreign Investment Review Act (FIRA)
Research and Statistics

File Arrangement by:

Subject

ARTS AND CULTURE REGISTER

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Class Title

Canadian Cultural Property Export Review Board

Description

Controlling the export of cultural objects in the National Treasurer category and facilitating the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the Cultural Export and Import Act.

Subject Topics

Implementation of the Canadian Cultural Property Export and Import Act

Export Permits and Control

Expert Examiners

Permit Officers

Certification

Designation

Grants and Loans

Illegal Exports and Imports (CASES)

Consultants/Special Advisors

File Arrangement by:

Subject

Spectrum Management and Government Telecommunications Sector (ADMST)

Reporting to the Assistant Deputy Minister Spectrum Management and Government Telecommunications, the Sector is responsible for the provision of an effective service to present and future users of the radio frequency spectrum; orderly growth of telecommunications facilities; provision of economic telecommunications facilities and services to government departments and agencies; and delivery of all departmental programs throughout the country.

The major components of the Sector are set out below.

The Telecommunications Regulatory Service, is responsible for providing the overall framework of policies, standards, practices and procedures for the management of the radio spectrum, performing centralized regulatory functions and directing the standardization, certification and type-approval of customer-supplied terminal equipment.

The Government Telecommunications Agency, is responsible for planning, establishing and managing telecommunication facilities and services on a government-wide basis.

The regional organization, consisting of five (5) regional offices and forty-eight (48) districts and sub-offices. They are responsible for performing regulatory functions in the area of spectrum management, managing government telecommunications services for regional client departments and representing the Department's programs outside the National Capital Region.

Programs Administered by The Spectrum Management and Government Telecommunications Sector

1. The Spectrum Management Program

This program provides service to the users of the radio frequency spectrum by allocating radio spectrum to different categories of users, setting technical standards for radio equipment and systems, providing technical support to the CRTC, coordinating frequency planning and assignment with the United States and other countries, setting standards for spectrum pollution control, analyzing and evaluating technical submissions for the use of radio spectrum, issuing, renewing and amending radio station licences, collecting license fees, issuing radio operator certificates, monitoring and inspecting radio stations, investigating interference complaints and initiating legal proceedings against offenders.

2. The Terminal Attachment Program

This program's objective is to ensure the orderly introduction of customer-owned telecommunications terminal equipment to be connected to the networks of the telecommunications carriers. This translates specifically into the development of nationally applicable technical standards for terminal attachments, the certification of equipment to the above-mentioned standards and the lending of technical support to the CRTC to resolve associated technical disputes.

3. The Government Telecommunications Program

This program provides telecommunications facilities and services to government departments and agencies by leasing facilities and services from commercial carriers at bulk rates. The cost of providing these services is recoverable from the user departments and agencies.

SPECTRUM MANAGEMENT AND GOVERNMENT TELECOMMUNICATIONS SECTOR REGISTER

Function Description

This Sector is responsible for the Department's regional operations and for the Ottawa Headquarters' organization in the areas of Spectrum Management and Government Telecommunications.

Manuals

Policy Manual

PM-1 radio licensing

The purpose of this manual is to consolidate the departmental policy relating to the licensing of various radio services in Canada in accordance with the provisions of the Radio Act.

Radio Inspectors Manual

RIM-1 General

RIM-1-1 Consolidation of legislation and regulations concerning telecommunications

RIM-2 Licensing procedures

RIM-3 Inspection -
Aeronautical
Maritime
Land Stations
Interference

RIM-4 Certificates -
Examinations

RIM-7 Prosecutions

Classes of Records

Telecommunication Regulatory Service

Government Telecommunications Agency

ADMST - EDP Systems

- Encanal 1.2
- Northern Community Profiles
- GTA/Line Load Control
- Word Processing Usage Report
- STMIS
- Financial Reporting System
- VHF-UHF Data Base



SPECTRUM MANAGEMENT AND GOVERNMENT TELECOMMUNICATIONS SECTOR REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

The administration and enforcement of the Radio Act and regulations; the development and application of licensing and certification procedures and regulations, and of technical standards for radio equipment and systems; the development and implementation of radio frequency plans and frequency assignment criteria; the technical certification for the granting of broadcasting licences by the Canadian Radio Television and Telecommunications Commission.

Subject Topics (including PIB numbers)

Call Signs

Equipment Type Approval

Technical Methods and Practices

Standards and Practices

Regulations

Development and Engineering

Spectrum Management

Sub-systems

Assignment and Licensing Sub-systems

Research

Special Projects

Pilot Projects

Spectrum Surveillance System

Computer Services

Computer Services - Data Management

Integrated Licensing System (PIB 2004)

Licensing Bank (PIB 2010)

Broadcasting and Television Engineering Program

General Radio Service

SPECTRUM MANAGEMENT AND GOVERNMENT TELECOMMUNICATIONS SECTOR REGISTER

TELECOMMUNICATION REGULATORY SERVICE (contd.)

Subject Topics (including PIB numbers) (contd.)

Unidentified Flying Objects (UFO's)

Interference

Complaints and Suppressions - Interference (PIB 2015)

Certificates

Radio Operator Certificate Records (PIB 2000)

License and Inspection - Radio

Radio Station Licensing File (PIB 2005)

Prosecutions - Illegal Installations

Radio Illegal Installations (PIB 2020)

Radar

Stations - Radio

Frequencies

Coordination

Amateur

Broadcasting

Experimental

Private and Public Commercial

Radio Telephone

Ships

Television

Domestic Frequency List (PIB 2006)

Detection

High Frequency Direction Finding (HFDF)

Potential of OTH (over the horizon) Far Detection and Tracking of Aircraft at High Altitudes

File Arrangement by:

Subject, Individuals, Companies

SPECTRUM MANAGEMENT AND GOVERNMENT TELECOMMUNICATIONS SECTOR REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunications Agency

Description

The planning, establishing and managing of telecommunications facilities and services for federal departments and agencies.

Subject Topics

Systems

Data
Dedicated
Voice
Shared
Intercity Network Consolidation
Teleconferencing

Coordination

Guidelines and Standards
Interdepartmental Coordination
Telecommunications Projects

Development and Engineering Projects

Research
Policy and Planning

Storage Medium

Files, Microfiche

File Arrangement by:

Subject

Regions

	SECTION
Atlantic (RDA)	8A-
Quebec (RDQ)	8B-
Ontario (RDO)	8C-
Central (RDC)	8D-
Pacific (RDP)	8E-

SPECTRUM MANAGEMENT AND GOVERNMENT
TELECOMMUNICATIONS SECTOR REGISTER

ATLANTIC REGION (RDA)

Function Description

Responsible for the departmental operations and for the organization in the area of Spectrum Management and Government Telecommunications for the Atlantic Region.

Manuals

Policy Manual

PM-1 Radio Licensing

Radio Inspectors Manual

RIM-1	General
RIM-1-1	Consolidation of legislation and regulations concerning telecommunications
RIM-2	Licensing procedures
RIM-3	Inspection - Aeronautical Maritime Land Stations
RIM-4	Interference Certificates - Examinations
RIM-7	Prosecutions

Classes of Records

International Telecommunications

National Telecommunications

Telecommunication Regulatory Service

Government Telecommunications Agency

ATLANTIC REGION REGISTER
INTERNATIONAL TELECOMMUNICATIONS

Class Title

International Telecommunications

Description

Canadian Policy on International Development

Subject Topics

International Telecommunications Union (ITU)

Storage

Files

Files Arrangement by:

Subject

ATLANTIC REGION REGISTER

NATIONAL TELECOMMUNICATIONS

Class Title

National Telecommunications

Description

National Telecommunications Policies, Industry Structure and Network Development.

Subject Topics

Network Development

Spectrum Utilization Policy

Storage

Files

Files Arrangement by:

Subject

ATLANTIC REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

The administration and enforcement of the Radio Act and regulations: the development and application of licensing and certification procedures and regulations; technical standards for radio equipment and systems; the development and implementation of radio frequency plans and frequency assignments criteria; the technical certification for the granting of broadcasting licences by the Canadian Radio Television and Telecommunications Commission.

Subject Topics

Stations - Radio

Call Signs

Standards and Practices

Frequencies

- Amateur
- Broadcasting
- Private and Public Commercial

Interference - Complaints and Suppressions - Radio

Certificates - Radio Operator Certificate Records

Licence and Inspection - Radio Station Licensing File

Prosecutions - Radio Illegal Installations

Storage

Files

Files Arrangement by:

Subject, Individuals, Companies, Microfiche

ATLANTIC REGION REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunications Agency

Description

The planning establishing and managing of telecommunications facilities and services for federal departments and agencies.

Subject Topics

Telephone Directories

Systems

- Data
- Voice
- Shared
- Intercity Network Consolidation

Storage

Files

Files Arrangement by:

Subject, Department

SPECTRUM MANAGEMENT AND GOVERNMENT
TELECOMMUNICATIONS SECTOR REGISTER

QUEBEC REGION (RDQ)

Function Description

Responsible for the departmental regional operations in the areas of Spectrum Management and Government Telecommunications.

Manuals

Policy Manual

PM-1 Radio Licensing

Radio Inspectors Manual

RIM-1	General
RIM-1-1	Consolidation of legislation and regulations concerning telecommunications
RIM-2	Licensing procedures
RIM-3	Inspection - Aeronautical Maritime Land Stations Interference
RIM-4	Certificates - Examinations
RIM-7	Prosecutions

Classes of Records

Telecommunication Regulatory Service

National Telecommunications

International Telecommunications

Government Telecommunications Agency



QUEBEC REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

The administration and enforcement of the Radio Act and regulations: the development and application of licensing and certification procedures and regulations; technical standards for radio equipment and systems; the development and implementation of radio frequency plans and frequency assignments criteria; the technical certification for the granting of broadcasting licences by the Canadian Radio Television and Telecommunications Commission.

Subject Topics

Stations - Radio

Call Signs

Broadcasting and Television

Spectrum Management

Frequencies

- Private and Public Commercial
- Television

Interference - Complaints and Suppressions

Certificates - Radio Operator Certificate Records

Licence and Inspection

- Radio Station Licensing File

Prosecutions - Illegal Installations

Storage

Files

Files Arrangement by:

Subject

QUEBEC REGION REGISTER
NATIONAL TELECOMMUNICATIONS

Class Title

National Telecommunications

Description

National Telecommunications policies, industry structure and network development.

Subject Topics

Network Development

Spectrum Utilization Policy

Storage

Files

Files Arrangement by:

Subject

QUEBEC REGION REGISTER

INTERNATIONAL TELECOMMUNICATIONS

Class Title

International Telecommunications

Description

Canadian Policy on International Telecommunications

Subject Topics

International Telecommunications Union (ITU)

Storage

Files

Files Arrangement by:

Subject

QUEBEC REGION REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunications Agency

Description

The planning, establishing and managing of telecommunications facilities and services for federal departments and agencies.

Subject Topics

Systems

- Data
- Voice
- Shared
- Intercity Network Consolidation
- Teleconferencing

Storage

Files

Files Arrangement by:

Subject

SPECTRUM MANAGEMENT AND GOVERNMENT
TELECOMMUNICATIONS SECTOR REGISTER

ONTARIO REGION (RDO)

Function Description

Responsible for the departmental regional operations in the areas of Spectrum Management and Government Telecommunications.

Manuals

Policy Manual

PM-1 Radio Licensing

The purpose of this manual is to consolidate the departmental policy relating to the licensing of various radio services in Canada in accordance with the provision of the Radio Act.

Radio Inspectors Manual

RIM-1 General

RIM-1-1 Consolidation of legislation and regulations concerning telecommunications

RIM-2 Licensing procedures

RIM-3 Inspection -
Aeronautical
Maritime
Land Stations
Interference

RIM-4 Certificates -
Examinations

RIM-7 Prosecutions

Classes of Records

Telecommunication Regulatory Service

Government Telecommunications Agency

National Telecommunications

International Telecommunications

Federal-Provincial Relations

Program Development and Policy Analysis - Arts and Culture

Telecommunications Economic



ONTARIO REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

The development and issuing of all operational and technical policies and programs pertaining to the management of radio frequency spectrum management for the Department of Communications, industry and the general public, nationally and internationally.

Subject Topics

Call Signs

Equipment Type Approval

Technical Methods and Practices

Standards and Practices

Regulations

Development and Engineering

Spectrum Management

- Sub-systems
- Assignment and Licensing Sub-systems
- Research
- Special Projects
- Pilot Projects
- Spectrum Surveillance System
- Computer Services
- Integrated Licensing System
- Licensing Bank

Broadcasting and Television Engineering Program

Interference

- Complaints and Suppressions

Certificates

- Radio Operator Certificate Records

ONTARIO REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE (contd.)

Subject Topics (contd.)

Licence and Inspection - Radio

Prosecutions - Illegal Installations

Radar

Stations - Radio

Frequencies

- Coordination
- Amateur
- Broadcasting
- Experimental
- Private and Public Commercial
- Radio Telephone
- Ships
- Television
- Domestic Frequency List

Detection

- High Frequency Direction Finding

Storage

Files

Files Arrangement by:

Subject, Individuals, Companies

ONTARIO REGION REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunications Agency

Description

The planning, establishing and managing of telecommunications facilities and services that satisfy the stated needs of federal departments and agencies on the most economical basis.

Subject Topics

Systems

- Data
- Dedicated
- Voice
- Shared
- Intercity Network Consolidation
- Teleconferencing

Coordination

- Guidelines and Standards
- Interdepartmental
- Telecommunications Projects

Development and Engineering Projects

Policy and Planning

Storage

Files

Files Arrangement by:

Subject

ONTARIO REGION REGISTER

NATIONAL TELECOMMUNICATIONS

Class Title

National Telecommunications

Description

The formulations and recommendations of progressive National Telecommunications Policies designed to satisfy public requirement.

Subject Topics

Industrial Resources

Industrial Services

Industrial Strategy

Network Development

Network Survey

Northern Communications

Spectrum Utilization Policy

Radio Systems Policy

Storage

Files

Files Arrangement by:

Subject

ONTARIO REGION REGISTER

INTERNATIONAL TELECOMMUNICATIONS

Class Title

International Telecommunications

Description

The formulation of canadian policy on international aspects of telecommunications.

Subject Topics

Commonwealth Affairs

Cultural Affairs

Commonwealth Telecommunications Organization

International Telecommunications Union (ITU)

International Maritime Satellite Organization (INMARSAT)

Teleglobe - Act and Legislation

Storage

Files

Files Arrangement by:

Subject

ONTARIO REGION REGISTER
FEDERAL-PROVINCIAL RELATIONS

Class Title

Federal-Provincial Relations

Description

Relations between the Department of Communications and the provinces: fostering optimum conditions for the attainment of departmental objectives.

Subject Topics

Research

- Rural Communications
- Satellites

Legislations

- Federal and Provincial Acts
- Federal Bills and Future Legislation

Broadcasting

- CATV
- CBC
- CRTC
- PAY-TV

Storage

Files

Files Arrangement by:

Subject

ONTARIO REGION REGISTER

PROGRAM DEVELOPMENT AND POLICY ANALYSIS

Class Title

Program Development and Policy Analysis

Description

The implementation and development policies and programs for the achievement of national artistic and cultural objectives and to promote effective inter-agency, interdepartmental and intergovernmental cooperation in the achievement of these objectives. The planning, managing and implementation of security operations.

Subject Topics

Arts and Culture

Security - Departmental Electronic Data Processing

Emergency Measures and Crisis Management

Federal-Provincial

Storage

Files

File Arrangement by:

Subject

ONTARIO REGION REGISTER
TELECOMMUNICATIONS ECONOMICS

Class Title

Telecommunications Economics

Description

Economic aspects of major policy activities relating to Canadian Telecommunications provision of economic and statistical services in support of departmental responsibilities for the orderly development of telecommunications.

Subject Topics

Statistics

- Rural and Remote Area Data Base
- Communication Barriers
- Data Base Development
- Communication Computers

Storage

Files

Files Arrangement by:

Subject

SPECTRUM MANAGEMENT AND GOVERNMENT
TELECOMMUNICATIONS SECTOR REGISTER

CENTRAL REGION (RDC)

Function Description

Responsible for the departmental regional operations in the areas of Spectrum Management and Government Telecommunications.

Manuals

Policy Manual

PM-1 Radio Licensing

Radio Inspectors Manual

RIM-1	General
RIM-1-1	Consolidation of legislation and regulations concerning telecommunications
RIM-2	Licensing procedures
RIM-3	Inspection - Aeronautical Maritime Land Stations Interference
RIM-4	Certificates - Examinations
RIM-7	Prosecutions

Class of Records

Telecommunication Regulatory Service

Government Telecommunications Agency

National Telecommunications

Economic/Regulatory

Emergency Management

Informatics Application Management

Arts and Culture



CENTRAL REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

Development and issuing of all operational and technical policies and programs pertaining to the radio frequency spectrum management for the Department of Communications, industry and the general public, nationally and internationally.

Subject Topics

Call Signs

Equipment Type Approval

Regulations

Spectrum Management

Broadcasting and Television Engineering Program
General Radio Service

Interference
Complaints and Suppressions - Interference

Certificates
Radio Operator Certificate Records

Licence and Inspection
Radio Station Licensing File

Prosecutions - Illegal Installations
Radio Illegal Installations

CENTRAL REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE (contd.)

Subject Topics (contd.)

Frequencies

Coordination
Amateur
Broadcasting
Experimental
Private and Public Commercial
Radio Telephone
Ships
Television

Monitoring Stations

Storage

Files

Files Arrangement by:

Subject

CENTRAL REGION REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunications Agency

Description

Planning, establishing and managing of telecommunications facilities and services that satisfy the stated needs of federal departments and agencies on the most economical basis.

Subject Topics

Systems

- Data
- Dedicated
- Voice
- Shared
- Intercity Network Consolidation
- Teleconferencing

Coordination

- Guidelines and Standards
- Interdepartmental Coordination
- Telecommunications Projects

Storage

Files

Files Arrangement by:

Subject

CENTRAL REGION REGISTER
NATIONAL TELECOMMUNICATIONS

Class Title

National Telecommunications

Description

The formulation and recommendation of progressive national telecommunications policies designed to satisfy public requirement.

Subject Topics

Northern Communications

Storage

Files

Files Arrangement by:

Subject

CENTRAL REGION REGISTER

ECONOMIC/REGULATORY

Class Title

Economic/Regulatory

Description

General topics in communications as they relate to general policy and economic issues.

Subject Topics

Public Utility Board

Industry

Universities

Federal Departments

Provincial Departments

Storage

Files

File Arrangement by:

Subject

CENTRAL REGION REGISTER

EMERGENCY MANAGEMENT

Class Title

Emergency Management

Description

Emergency planning and communications

Subject Topics

Line Load Control

Contingency Plans

National Emergencies/Disasters

Storage

Files

File Arrangement by:

Subject

CENTRAL REGION REGISTER
INFORMATICS APPLICATION MANAGEMENT

Class Title

Informatics Application Management

Description

The promotion of Telidon technology and the extension of Telidon services.

Subject Topics

Telidon Program
- Demonstrations
- Technology

Storage

Files

File Arrangement by:

Subject

CENTRAL REGION REGISTER

ARTS AND CULTURE

Class Title

Arts and Culture

Description

The development of artistic and cultural policies, the promotion of cooperation between the federal cultural agencies.

Subject Topics

Arts

Broadcasting

Cultural Affairs

Publishing

Storage

Files

Files Arrangement by:

Subject

SPECTRUM MANAGEMENT AND GOVERNMENT
TELECOMMUNICATIONS SECTOR REGISTER

PACIFIC REGION (RDP)

Function Description

Responsible for the departmental regional operations in the areas of Spectrum Management and Government Telecommunications.

Manuals

Policy Manual

PM-1 Radio Licensing

Radio Inspectors Manual

RIM-1	General
RIM-1-1	Consolidation of legislation and regulations concerning telecommunications
RIM-2	Licensing procedures
RIM-3	Inspection - Aeronautical Maritime Land Stations
RIM-4	Interference Certificates - Examinations
RIM-7	Prosecutions

Classes of Records

International Telecommunications
Telecommunication Regulatory Service
Government Telecommunications Agency



PACIFIC REGION REGISTER
INTERNATIONAL TELECOMMUNICATIONS

Class Title

International Telecommunications

Description

Canadian Policy on International Development

Subject Topics

International Telecommunications Union (ITU)

Storage

Files

Files Arrangement by:

Subject

PACIFIC REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE

Class Title

Telecommunication Regulatory Service

Description

The administration and enforcement of the Radio Act and regulations: the development and application of licensing and certification procedures and regulations; technical standards for radio equipment and systems; the development and implementation of radio frequency plans and frequency assignments criteria; the technical certification for the granting of broadcasting licences by the Canadian Radio Television and Telecommunications Commission.

Subject Topics

Certificates - Radio Operator Certificate Records

Frequencies

- Coordination
- Broadcasting
- Private and Public Commercial
- Ships
- Television

Interference - Complaints and Suppressions

Licence and Inspection

- Radio Station Licensing

Prosecutions - Illegal Installations

- Radio Illegal Installations

Stations - Radio

Call Signs

Development and Engineering

PACIFIC REGION REGISTER

TELECOMMUNICATION REGULATORY SERVICE (contd.)

Storage

Files

Files Arrangement by:

Subject

PACIFIC REGION REGISTER

GOVERNMENT TELECOMMUNICATIONS AGENCY

Class Title

Government Telecommunication Agency

Description

The planning, establishing and managing of telecommunications facilities and services for federal departments and agencies.

Subject Topics (Include PIB numbers)

Systems

- Data
- Dedicated
- Voice
- Shared
- Intercity Network Consolidation
- Teleconferencing

Development and Engineering Projects

Coordination

- Guidelines and standards
- Interdepartmental

Storage

Files

Files Arrangement by:

Subject

